

PURCHASE SECTION REPORT

From 28 December 1953 to 3 January 1954

Requisitions

Balance pending end of previous week	184
Received during week	<u>143</u>
	327
Completed during week	<u>194</u>
Balance pending end of week	133

Purchase Orders Issued

147

\$ 32,682.72

Backlog of Typing

Purchase Orders	28
Correspondence	0
Invitations to Bid	0
Bills of lading	<u>0</u>
Total	28

STATUS OF PENDING REQUISITIONS*

Estimated ValueA. Without Action

Held less than 15 days	27	6,172.00
Held more than 15 days	<u>0</u>	<u>-0-</u>
Total	27	6,172.00

B. With ActionPending Information from Requisitioning Office

Held less than 30 days	30	10,619.84
Held more than 30 days	<u>0</u>	<u>-0-</u>
Total	30	10,619.84

Pending Receipt or Opening of Bids

Held less than 30 days	50	11,775.00
Held more than 30 days	<u>0</u>	<u>-0-</u>
Total	50	11,775.00

Pending Clearance from GPO and/or GSA

Held less than 30 days	1	76.56
Held more than 30 days	<u>0</u>	<u>-0-</u>
Total	1	76.56

Pending Completion of Service and/or Billing

Held less than 30 days	25	2,254.00
Held more than 30 days	<u>0</u>	<u>-0-</u>
Total	25	2,254.00

Total with Action

106

24,725.40

C. Total Pending Requisitions

133

30,877.40

D. Total Hours of Overtime during the past week

None

*Details for each Purchasing Agent are in Purchase Section